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SOUTHEASTERN JUVENILE CORRECTIONAL AGENCIES

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A SURVEY OF AWOL MANAGEMENT IN  
SOUTHEASTERN JUVENILE CORRECTIONAL AGENCIES

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April, 1981

## A SURVEY OF AWOL MANAGEMENT IN SOUTHEASTERN JUVENILE CORRECTIONAL AGENCIES

### Introduction

This report reflects the results of a survey of juvenile correctional agencies in the Southeast concerning management of AWOL episodes and other security-related issues. It is based on responses to a questionnaire developed, disseminated and analyzed by the Management Information Section. The survey was undertaken at the request of D. Y. S. administrators who felt that it would be beneficial to determine if neighboring states were experiencing problems similar to those of South Carolina in dealing with runaways from their institutional populations, and to obtain detailed information on preventive measures and actual apprehension procedures. While the original scope of the project did not include specific comparisons of these states to South Carolina, certain parallels will be noted based on survey results and information included in the Agency's Public Safety Division Annual Report.

### Methodology

After preliminary meetings with appropriate Agency staff including the Director of Public Safety, an eleven item questionnaire was developed. This instrument consisted of two sections: Part I, (six items), which elicited general information on administrative organization, geographic location, population size, and security set-up, and Part II, (five items), which dealt specifically with the incidence of runaway behavior and apprehension/treatment procedures. The questionnaires were mailed to the Directors of the juvenile correctional agencies in the ten Southeastern states (Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Tennessee and Virginia).

Two limitations of the study should be noted from the outset: 1) Population size was requested by average daily population rather than admissions, a figure probably more reflective of potential AWOL risks during the reporting period; and 2) Agencies were not asked to define what actually constitutes an AWOL episode, a factor which may have accounted for some of the variation in responses on incidence of runaway behavior.

#### Analyzation

Completed questionnaires were received from eight states, including: Alabama; Arkansas; Florida; Georgia; Kentucky; Mississippi; North Carolina and Virginia. This reflected a commendable 80% rate of return. Notably, several agencies supplemented the survey form with detailed written information pertinent to security issues, thus expanding the information base for the study. Questionnaire responses are analyzed aggregately, below, and where appropriate, presented with parallel data for South Carolina. A complete copy of the questionnaire appears in the Appendix.

Part I. General Information. In answering this section, Arkansas, Florida, Georgia, and North Carolina reported that juvenile corrections was administered through a cabinet department of human services, while Mississippi and Alabama indicated a separate agency handling juvenile justice services and, in the latter case, aftercare as a function of the county courts. Kentucky responded that all juvenile services were vested in the Residential Services Division of the Department of Human Resources, while Virginia indicated that juvenile corrections was attached to the adult system.

Institutional population size, as reported for FY 1980, varied markedly among the survey states. For comparison purposes it should be noted that in every state except Georgia and North Carolina, the maximum age of jurisdiction is seventeen. Like South Carolina, Georgia has a maximum age of sixteen and



North Carolina, fifteen. The Mississippi Department of Youth Services exhibited the lowest average daily population, 286 clients, compared to 1,030 in Kentucky, a figure which includes day treatment as well as residential centers. North Carolina's average population (660) most nearly approximated that of South Carolina for the period, although the difference in maximum age of jurisdiction, as noted above, must be taken into account.

All agencies except those serving Virginia and Alabama indicated that their institutional facilities are dispersed geographically. In Virginia, five of seven centers are located near the capital (Richmond), and two of the three Alabama institutions are near Birmingham within fifteen miles of one another.

Size and composition of security forces varied considerably\* from state to state. The Florida, North Carolina and Virginia agencies reported no security personnel, per se, stating rather that all institutional staff assumed responsibilities in that area. The Alabama Department of Youth Services has twenty "Security Department Positions," evenly distributed among its three campuses, while Georgia, which reported an average population of 816, has seventy-one security staff members assigned to four campuses in addition to an eighteen member "Investigations Unit." South Carolina employed a force of fourteen security officers during the period, although the centralized location of all campuses, unlike that reported by any states surveyed, makes the figure difficult to compare meaningfully.

In defining scope of responsibility, all states having security forces noted performance of certain miscellaneous duties as well as the primary functions of apprehending runaways and other assistance to staff in control of student behavior. These ranged from implementation of fire safety/diaster preparedness

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\*Statistical data on average daily population and size of security force are charted by state in conjunction with AWOL episodes/apprehensions in Summary Table I, following page 5.

plans to client transportation, internal inspections, and operations related to physical plant/emergency issuance of supplies. The Georgia Department also conducts employee and placement investigations, through its specialized unit, noted above.

Preventive measures\* included routine perimeter surveillance in six states, with Kentucky, for example, reporting hourly patrolling, and Arkansas "random patrols of all property concentrating on administrative/residential areas." Use of perimeter fencing, however, was limited, with Alabama, Florida, Mississippi, North Carolina and Virginia indicating fencing at one campus only, Kentucky and Arkansas, none. Only Virginia reported barred windows, that in one former adult facility, although all other states except Florida utilize mesh security or detention screens at least on a limited basis.

Considerable diversity was noted in practices relating to locked doors/windows, with Georgia, for example, indicating that cottages were secured at night and its Detention Center at all times, while Florida and Virginia reported an apparent "open door" policy. All states, however, have at least one unit or cottage set up for secure confinement purposes. In terms of alarms, Georgia uses a so called "panic button" while other states indicated reliance on the telephone or no particular system at all. Specialized communications equipment was limited to "walkie-talkies" and citizens band radios. Generally the states characterized their schools as "open campus" rather than "secure confinement" programs, although Georgia, North Carolina, and Virginia each reported one secure institution within their systems.

Part II. Runaways Episodes. Responses to this section reflected considerable variation in incidence of runaway episodes.\*\* Arkansas reported the smallest number of AWOLS during FY 1980, although this figure (177) constituted more than

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\*Preventive measures are charted by state on Summary Table II, following page 7.

\*\*See Summary Table I for a complete breakdown of AWOLS/Apprehensions by state.

## SUMMARY TABLE I

## POPULATION, AWOL EPISODES, AND APPREHENSIONS BY STATE

State	Total Average	Maximum	Number Of	Size Of	AWOL'S		APPREHENSIONS	
	Daily Population	Age Of Jurisdiction	Individual Facilities	Security Force	Number	Percent Of Population	Number	Percent Of AWOL'S
Alabama	350	17	3	20	145*	41.4	112	77.2
Arkansas	317	17	3	8	177	55.8	164	92.7
Florida	762	17	3	None (all staff responsible)	278	36.4	N/A	-
Georgia	816	16	4	89(71)**	205	25.1	N/A	-
Kentucky	1,030	17	-	20	329	31.9	312	94.8
Mississippi	286	17	2	13	435	152.1	417	95.8
North Carolina	660	15	5	None (all staff responsible)	679	102.9	633	93.2
Virginia	869	17	7	None (all staff responsible)	186	21.4	153	82.3

\*January 1979 - October, 1980 - ten month period, calendar year base.

\*\*Eighteen in "Investigations" Unit plus 71 Security Officers assigned to four individual schools.



fifty percent of the average daily population. Proportionate to population, Virginia exhibited the lowest percentage of AWOLs (21.4), while in Mississippi and North Carolina the number of incidents actually exceeded the average daily population resulting in figures of 152% and 103%, respectively. Of the six states reporting number of AWOLs returned, four reflected an apprehension rate of more than 90%, (Arkansas, Kentucky, Mississippi and North Carolina), compared to Alabama, 77.2%, and Virginia, 82.3%. Alabama, however, returned about 78% of those apprehended within 24 hours, in contrast to 54% for Arkansas, 59% for Mississippi, and 71% for Virginia. Parallel figures on incidence of runaways in South Carolina's institutionalized juvenile offender population indicated a total of 209 AWOLs during 1980, 32% of the average daily population for the period. The rate of apprehension, overall, was 94.3%.

Only five of eight states could provide information about the incidence of serious crimes by clients on AWOL status. From this limited response, the problem appears minimal, in that only 119 such crimes were reported during a total of 1,633 runaway episodes (7.2%). Kentucky, for example, indicated that 17 serious crimes were committed in the course of 188 AWOL tries (9.0%), including one rape, three armed robberies, three burglaries, and ten auto thefts. Auto theft, in fact, accounted for 58% of the serious crimes reported by the entire group of states.

Responses relating to a description of the basic procedure implemented to apprehend runaways were extremely diversified, particularly with respect to type of staff involved and degree of participation by law enforcement agencies. In Florida, for example, the county sheriff is notified routinely, while on duty/other available staff form a chase team under the supervision of an administrator, perhaps the superintendent or social services director. In responding to an AWOL attempt, Georgia Division of Youth Services staff may elect one of three options, including: 1) requesting a court pick-up order/involvement of law enforcement; 2) requesting assistance from law enforcement without a court pick-up order; or 3) reporting the



incident to the Division's own Investigations Unit for assistance in apprehension. The Investigations Unit, it was noted, "encourages" local law enforcement to apprehend runaways, and in the event that fails, may assign the case to a team of its own agents, who have statewide authority as peace officers. Notification of Investigations is mandatory after a youth has been missing for 24 hours.

Arkansas reported immediate notification of state police and the county sheriff. The Cottage Life Supervisor or Duty Administrator assumes responsibility for recovery operations, which are implemented by teams comprised entirely of staff members (composition varies with shift). The recovery effort consists mainly of mobile patrols which cover specific, pre-assigned areas in accordance with written procedures. In North Carolina, law enforcement agencies are notified immediately by phone with follow-up documentation in the form of an "authorization to apprehend." The School Director then appoints a "Return Officer" to establish and maintain the runaway plan. Employees participating follow specific rules of conduct such as: 1) carrying appropriate identification; 2) obtaining permission to enter private property; 3) prohibiting use of dogs and firearms; 4) limiting physical force; and 5) establishing positive identification of the youth after apprehension.

Virginia reported that shift coordinators take charge of AWOL procedures, with assistance from as many staff members as possible. Thus, chase teams may include project supervisors, social services staff, teachers, and administrators, as well as local/state law enforcement officers. Staff are posted strategically, and state vehicles (utilized because of radio capabilities) patrol for apprehension purposes. Mississippi also employs patrolling radio units with a security guard or other employees monitoring progress and transmitting new information, and law enforcement agencies receive immediate notification. In Alabama, local

law enforcement is briefed as soon as a search of the campus and immediate area by institutional staff verifies the AWOL incident.\*

Responses on treatment of runaways after apprehension\*\* revealed that in four of eight states a physical checkup was mandatory, while in the other four it was provided on an "as needed" basis. Disciplinary measures included lockup in two states and appearance before disciplinary committees in three states. . Alabama students receive 28 day "zero" status, meaning that they earn no credit for release and are ineligible for privileges and passes, while North Carolina youth are assigned to a "Wing Program" and must "work their way off" before resuming normal activities. Only Kentucky lacked particular consistent disciplinary procedures for AWOLs, reporting that such measures are implemented if staff feels it is warranted.

All states emphasized provision of counseling on an immediate or "as soon as possible" basis, and in Arkansas and Virginia, it is required within 24 hours of return. Procedures on reintegration into the institutional population, however, varied considerably from state to state. For example, Alabama reported that youth generally were placed back in the regular program on the same date, and Mississippi, immediately after a physical and counseling. Florida students, who initially are placed in lockup, must be staffed for reintegration within 24 hours, while North Carolina students who are assigned to a special program, as noted above, must earn the privilege.

Responses with reference to public attitudes on security indicated that most states were experiencing some problems in that area. Only Florida, however, characterized as "poor" its relationship with the community, noting that erection of a perimeter fence at one school had resulted from citizen complaints about

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\*Complete sets of written procedures were provided by Alabama, Arkansas, Georgia, and North Carolina; these are included in the Appendix.

\*\*See Summary Table II for a breakdown of treatment practices by state.

SUMMARY TABLE II

## PREVENTIVE MEASURES AND TREATMENT OF RUNAWAYS AFTER APPREHENSION BY STATE

State	Routine Perimeter Surveillance		STRUCTURAL SECURITY FEATURES				TREATMENT OF RUNAWAYS AFTER APPREHENSION			
	Yes	No	Perimeter Fencing	Barred Windows/Mesh Screens	Locked Doors/Windows	Secure Confinement Unit(s)	Physical Checkup	Disciplinary Measures	Counseling Measures	Reintegration into Population
Alabama (3 campuses)	X		one campus	security mesh most cottages	yes	four units	if necessary	28 days "zero status"	immediate referral	majority on same date
Arkansas (3 campuses)	X (random patrols)		none	some security screens	at discretion of school superintendent	yes	yes immediate	appears before disciplinary committee	mandatory within 24 hrs.	generally returned to regular program
Florida (3 campuses)		X	one campus	none	no-rely on 24 hr. staff supervision	yes	if necessary	lock up	yes emphasized	staffed within 24 hrs.
Georgia (4 campuses)	X		yes	yes	cottages - night detention ctr. always	yes, at each campus	if necessary	minimum - 24 hrs. secure detention	ASAP	depends on individual circumstances
Kentucky	X		none	none	yes - units housing emotionally disturbed	security rooms at each treatment facility	if necessary	if staff feels it is warranted	yes	ASAP
Mississippi (2 campuses)	X		one campus	some security screens	one campus all times one campus night only	yes - one unit per campus	yes immediate	disciplinary committee hearing standard	immediate SOP	immediately after physical & counseling
North Carolina (5 campuses)		X	one campus	security screens	yes - rooms, wings, cottages	yes - one unit per campus	yes immediate	assigned to "wing" program	yes	must "work off" wing assignment
Virginia (7 campuses)	X (by shift coordinator)		one campus	one campus	none	yes - units at all but one campus	yes immediate	"due process" committee	required within 24 hrs.	ASAP based on disposition of "due process" committee



security. In Georgia, where there is "great concern" about security at the institution housing older, more aggressive males (Milledgeville), alleviating measures include immediate notification of local media when an escape occurs, and special efforts to apprehend quickly.

Arkansas noted overall good relationships with the community deriving from visits with individuals residing at "key" points near institutions to encourage notification to the school of any unfamiliar youth sighted in the neighborhood. In other states, specific measures to enhance relationships with the community sector included: 1) public relations work through local civic groups; 2) use of volunteers; 3) periodic "open house" type activities; and 4) establishment of community advisory committees. The latter exist at most Kentucky facilities and are mandatory for all Virginia institutions.

#### Summary and Conclusions

This survey was undertaken to determine whether juvenile correctional agencies in neighboring states were experiencing problems similar to those of South Carolina in management of AWOL episodes. To that end, agencies were asked to provide general information on organization, population size, physical layout, and preventive measures, as well as specific data on frequency of runaway behavior, method of apprehension, and treatment after return. Responses revealed that administration through a cabinet department of human services was the most frequent organizational form, occurring in four of the eight states, with Kentucky also reporting a similar model. Institutional average daily population ranged from approximately 300 to 1,000, varying due in part to differences in maximum age of jurisdiction as well as overall juvenile population size.

All eight states reported that their institutions were at least somewhat dispersed geographically. Three states indicated that they did not employ security officers, per se, while among the remainder actual number of security positions did not appear related to population size.



While an open campus philosophy prevailed among the survey states, they differed considerably regarding other security related issues, including preventive measures/structural features, incidence of runaway episodes, rate of apprehension, chase procedures, treatment after return, and community attitudes. However, certain patterns did emerge in that: 1) most states regularly employed perimeter surveillance, although use of perimeter fencing generally was limited; 2) several states reported use of mesh security screens in cottages; and 3) all affirmed at least one unit set up for secure confinement.

The incidence of AWOL episodes as related to average daily population revealed widely varying proportions ranging from about 20% to 150%. In Mississippi and North Carolina, the reported number of AWOLs actually exceeded the average daily population. It may be that these agencies define "runaway" in a more narrow sense than the others surveyed, or that average daily population is a poor indicator of the actual number of clients under Agency supervision during the reporting period. Apprehension rates, available for six states, ranged from 77% to 96%, with the majority reporting 93-96%.

Actual apprehension procedures, including organization/composition of chase teams, extent of coordination with law enforcement, and type of plan followed, varied from state to state, although each reported informing local law enforcement immediately, often with followup documentation in the form of a pick-up order. Chase teams generally involved a variety of institutional personnel with an administrator in charge, and plans for apprehension usually were based on patrol in radio-equipped vehicles. In discussing treatment procedures after runaways are returned, all states emphasized prompt counseling, and every state except one followed set disciplinary measures. Physical checks were mandatory in four states, and most locales reintegrated youth into the regular institutional population as soon as possible.

Almost every state reported some difficulties in the area of public attitudes on the adequacy of security, and most have taken specific steps to improve relations with the local sector. These generally included "open-house" functions, public relations efforts through civic groups, use of volunteers, and establishment of citizen advisory committees.

It is noteworthy that certain statistical data on South Carolina, parallel to that elicited in the survey, indicated that the state compares favorably to others in the Southeast both with respect to incidence of AWOL episodes and rate of apprehension. In examining number of runaways as it relates to average daily population, South Carolina's proportion of 32% equalled that of Kentucky, and, among states surveyed, only Virginia and Georgia reflected lower figures. Additionally, South Carolina's apprehension rate of 94% approximated the optimal rates reported by its sister states. Considering institutional population size, South Carolina's safety force is small compared to the survey states, although the unique geographic centralization of all facilities, allowing for maximal use of those officers, must be taken into account in interpreting security-related information.

Thus, it appears that other Southeastern juvenile correctional agencies are indeed experiencing problems similar to this Department's in the area of AWOL management, and that in some survey states the magnitude of the problem is much greater than in South Carolina. While South Carolina compares favorably to the rest of the Southeast in incidence of runaway behavior and rate of apprehension, the material presented in this report could serve as a basis for further improvement, particularly since the Agency's runaway plan currently is being revised. In writing the new procedure, attention might be given to the Arkansas, Georgia, and North Carolina procedures (Appendix), which, generally, are far more comprehensive than the Agency's current runaway plan. Considerations

might include, for example: 1) desirability of identifying in advance specific search areas for vehicle patrol; 2) more detailed instructions relating to staff conduct during the search; 3) specific content requirements for initial notification of the Public Safety Division; 4) instructions regarding time and extent of notification to law enforcement.

A final area that may merit attention, given the survey results, is that of public relations. Development of a plan for educating nearby residents to assist apprehension procedures by notifying the Agency of unfamiliar youth in the area seems a worthwhile type of community involvement. Establishment of a citizen's advisory committee, an apparently effective mechanism in Kentucky and Virginia, might also serve the Agency well in promoting good relations with the local sector.

JUVENILE CORRECTIONAL AGENCY

RUNAWAY QUESTIONNAIRE

NAME OF AGENCY: \_\_\_\_\_

STATE: \_\_\_\_\_

NAME(S) and PHONE NUMBER(S) OF INDIVIDUALS RESPONDING: \_\_\_\_\_

PART I: GENERAL INFORMATION

Please respond briefly to the following general questions relating to your Agency's organizational/physical structure and client population size.

- 1) Is your Agency separated organizationally from adult corrections? Please explain briefly.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2) Which of the following best characterizes juvenile justice administration in your state?

\_\_\_\_ A. Juvenile Corrections is combined with other services in a unified Juvenile Justice Agency

\_\_\_\_ B. Juvenile Corrections is one of several autonomous agencies which comprise the Juvenile Justice System (Specify all agencies)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ C. Juvenile Corrections is part of a unified system of all Children's Services

\_\_\_\_ D. Juvenile Corrections is part of a cabinet Department of Human Services

\_\_\_\_ E. Other (Specify) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



- 3) During the last fiscal year (July, 1979-June, 1980)\* what was your average daily institutional population? Please give both the total figure and the breakdown by individual facility, if available.

<u>FACILITY</u>	<u>AVERAGE DAILY POPULATION</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Average Daily Population, All Institutions: \_\_\_\_\_

- 4) Are your institutions centrally located geographically or dispersed throughout the state? Please indicate specific location(s) in responding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 5) Please describe briefly your Agency's security set-up, addressing the specific areas listed below:

A. Size and composition of security force-- \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- B. Overall scope of responsibility of security force (list all responsibilities, including, for example, internal investigations, fire/health safety, background investigations on new employees, etc., where applicable)--

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*If unavailable for FY 1980, please specify time period being reported

C. Perimeter surveillance procedures (routine patrolling of property boundaries)--

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D. Structural security features, including presence/absence of:

1. Perimeter Fencing (describe) \_\_\_\_\_

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2. Barred Windows (describe) \_\_\_\_\_

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3. Locked doors/windows (briefly explain your Agency's policies relating to use of such)

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4. Secure confinement facilities (for 24-hour lock-up) \_\_\_\_\_

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5. Alarm Systems \_\_\_\_\_

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6. Other specialized communications equipment \_\_\_\_\_

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6) Overall, would you characterize your juvenile correctional institutions as having an "open-campus" or "secure confinement" orientation?

\_\_\_\_ A. Open-campus orientation

\_\_\_\_ B. Secure confinement orientation

COMMENTS: \_\_\_\_\_

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PART II: RUNAWAY EPISODES

Please respond to the following questions relating specifically to the incidence of runaway episodes in your institutional population and the procedures implemented to deal with this problem:

- 7) Indicate the number of runaways for your institutional population during FY 1979-80\*and, of these the number successfully apprehended/returned:

Number of runaways (total for all institutions) \_\_\_\_\_

Number apprehended \_\_\_\_\_

Number apprehended within twenty-four hours of report \_\_\_\_\_

- 8) Did any of the runaways enumerated in question #7, above, commit serious crimes while on AWOL Status? Please respond only for the offenses specified below

<u>Offense</u>	<u>Number of Runaways</u>
Murder	_____
Rape	_____
Armed Robbery	_____
Assault	_____
Burglary	_____
Auto Theft	_____

- 9) Using the back of this sheet, please describe as fully as possible the basic procedure implemented to apprehend runaways (or attach your Agency's official written policy, if available). Be sure to include in your answer:
- a. the make-up of "chase teams"--self or law enforcement personnel, agency security personnel only or with support of other agency staff;
  - b. organization--who is in charge, and what specific maneuvers are carried out;
  - c. access to assistance from local law enforcement agencies;
  - d. vehicles utilized in apprehensions and any special equipment they may contain.
- 10) How are runaways treated immediately following apprehension? Please comment on the following specific areas:
- a. Physical Check-up: \_\_\_\_\_
  - b. Disciplinary Measures: \_\_\_\_\_
- \_\_\_\_\_

\*If unavailable for FY 1980, please specify time period being reported

c. Counseling Measures: \_\_\_\_\_

\_\_\_\_\_

d. Reintegration into Institutional Population: \_\_\_\_\_

\_\_\_\_\_

- 11) Please indicate your perception of public attitudes concerning the adequacy of security in your institutions. Briefly describe any efforts by your Agency to promote a good relationship with citizens living in close proximity to the institutions.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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PLEASE RETURN COMPLETED QUESTIONNAIRE TO:

Mrs. Trudie C. Trotti  
Research Analyst  
South Carolina Department of Youth Services  
1720 Shiver's Road  
Columbia, South Carolina 29210

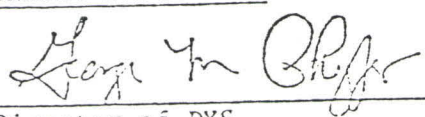
Phone: 803-758/6756



10.0 STANDARDIZED COMMITMENT, RELEASE & RUNAWAY PROCEDURES

August 15, 1978

Effective Date of Revision

  
Director of DYS10.3 Runaways

A runaway is defined as a juvenile whose whereabouts are unknown by the Department of Youth Services personnel after a reasonable search not exceeding six hours has been conducted, or a pick-up order has been issued by the director of the facility, whichever comes first.

The following procedure is established to maintain optimum security in finding and returning runaways to the respective campus:

1. Upon verification that a student is not in his/her proper area, staff must immediately report the student as AWOL to Campus Security and the Assistant Superintendent.
2. Designated institutional staff must then make an immediate search of the campus and surrounding vicinity.
3. Upon verification that the student is not on the campus, local law enforcement officials should be notified.

Notification shall include all pertinent information such as clothing, height, weight, race, sex, complexion, color of hair, home town, etc.

4. After a student has been AWOL for twelve hours, the local court staff and local law enforcement officials from the student's home community shall be notified by phone, followed by correspondence which includes pick-up order.
5. Parents should be notified at the same time as the local authorities and followed up with correspondence.
6. The State Office (a member of the Executive Staff) shall be notified of runaways.
7. Pick-up orders are to be issued by the superintendent or facility director. A copy should be sent to the person in the Central Office designated as coordinator for the return of runaways.
8. When a student is AWOL more than one week, designated staff shall maintain contact with the local probation officer at least every two weeks to insure that local officials are still attempting to locate the DYS student.
9. On the last Friday of each month, each campus shall notify the State Office in writing of all runaways for that month.

DIVISION OF YOUTH SERVICES  
ALEXANDER YOUTH SERVICE CENTER  
STANDARD OPERATIONAL PROCEDURE

Safety and Security of  
Subject of Corresponding Policy: Youth Services Center DYS Policy #: 5007  
(Incident Reporting) (A012)  
Subject of Corresponding Procedure: AWOL DYS Page #: 5007-002  
(Incident Reporting)-(A012-002) 003  
Subject of A.Y.S.C. Procedure: STUDENT AWOL RECOVERY 003) 004  
004) 005

Procedures	Effective Date
1. The Cottage Life Supervisor and/or in his absence the Duty Administrator is responsible for implementing the procedures outlined below and will direct all recovery operations from the receptionist office in the main administration building. The receptionist will report the student as AWOL to Campus Security and the Duty Administrator.	August 1, 1980
2. Any staff member who discovers any student(s) to be missing must report the incident to the switchboard operator immediately. This report should contain all available information that would be helpful in locating and identifying the youth(s), i.e., description of clothing; race; sex; direction of run, if unknown; and time last seen. The Duty Administrator and the Security Officer should be notified.	August 1, 1980
3. Staff occupying the following positions will be required to participate in recovering students discovered missing from the campus at the designated shift schedules: of their home base, etc.	August 1, 1980
<p>A. 7:30 a.m. to 4:00 p.m. for the following hours, the local staff will be on duty:</p> <ol style="list-style-type: none"> <li>1. Superintendent</li> <li>2. Program Manager</li> <li>3. Cottage Life Supervisor</li> <li>4. Business Manager</li> <li>5. Crabaugh Supervisor</li> <li>6. All On Duty Counselors</li> </ol> <p>Note: If there are not enough staff available from the above resources, then one person from Maintenance and the Security Officer may be used to form search teams.</p> <p>B. 4:00 p.m. to Midnight when in the Central Office, the following staff will be on duty:</p> <ol style="list-style-type: none"> <li>1. All On-Duty Recreation Staff</li> <li>2. All On-Duty Counselors</li> <li>3. Available Houseparent Staff</li> <li>4. Security Officer</li> <li>5. All Staff Residing On Campus</li> </ol> <p>Note: Duty Administrators must keep in mind the need for on campus security when making assignments involving</p>	

Procedures	Effective Date						
Note: Continued Houseparents and Security Officers.							
4. The receptionist will notify those persons listed under 7:30 a.m. to 4:00 p.m. working hours to report to the Administrative Office for briefing and assignment of vehicle and patrol area. The radio will be operated by the Cottage Life Supervisor, receptionist, or other designated staff, until the search has been terminated.	August 1, 1980						
5. When there is a Duty Administrator on duty, he will designate search teams at each pre-shift briefing and so advise staff involved. In the event of an AWOL, the Duty Administrator will notify these persons to report to the Administration Building for briefing and vehicle and patrol area assignments. The Duty Administrator will remain at the radio/switchboard where he will direct the recovery operation and make all required telephone notifications.	August 1, 1980						
6. <u>Search Procedures</u> Staff assigned to search will leave the campus as soon as possible, however, speeding in vehicles is not considered necessary or desired. Each mobile unit will proceed directly to the area assigned and take up positions as outlined below, or patrol the color coded area, if specified. (See attachment #1) Vehicle operators will not leave assigned patrol areas without authorization of the Cottage Life Supervisor or Duty Administrator. Normally runs are made from the campus to the East or West. The direction of escape, plus time of day or night and day of the week are the factors to be considered in determining which of the plans listed below to place in effect.	August 1, 1980						
<u>Assignment of Radio Call Signs</u> Radio equipped vehicles will be assigned call signs corresponding with designated patrol areas. Additional units will continue in this sequence regardless of patrol area assigned. Personnel assigned walkie-talkies will use the following radio call signs. <table><tr><td>1. One - Alfa</td><td>4. Four - Delta</td></tr><tr><td>2. Two - Bravo</td><td>5. Five - Easy</td></tr><tr><td>3. Three - Charlie</td><td></td></tr></table> The base station will respond to the call sign "Base".	1. One - Alfa	4. Four - Delta	2. Two - Bravo	5. Five - Easy	3. Three - Charlie		
1. One - Alfa	4. Four - Delta						
2. Two - Bravo	5. Five - Easy						
3. Three - Charlie							



Procedures			Effective Date
<u>Plan A:</u>			
A run to the East - 8:00 a.m. - 4:30 p.m. on Monday thru Friday, except Holidays.			
<u>Priority of Assignment</u>	<u>Mobile Unit</u>	<u>Patrol Area</u>	
1	Mobile #1	Route 5 (Park near Geological Center of Arkansas marker and observe Route 5 Southwest and Northeast).	
2	Mobile #2	Hilltop Road via back gate (park on second hill from Hilldale Road and observe Hilltop Road East and West).	
3	Mobile #3	Hilldale Road (park so that roadway can be observed from Route 5 to Hilltop Road).	
4	Mobile #4	Patrol Route 5 from Hwy. 183 to Springhill Road to Hilldale Road as well as housing areas at or near Springhill Manor.	
5	Mobile #5	Patrol Hilldale Road and Midland Road to Route 5 as well as the Northern half of Miller and Lumbard Roads.	
6	Additional Mobile Units	As additional vehicles and staff become available, assign the 1st unit to augment Mobile #1 by patrolling Route 5, County Line Road, Access Road and Hwy. 183.	
One mobile unit may be assigned to patrol around the edge of the woods in the Pine Crest Cemetery and foot patrols equipped with portable radios may be dispatched into the wooded area to look for the escapees.			



<u>Procedures</u>			<u>Effective Date</u>
<u>Plan B:</u>			
A run to the West - 8:00 a.m. - 4:30 p.m., Monday thru Friday, except Holidays.			
<u>Priority of Assignment</u>	<u>Mobile Unit</u>	<u>Patrol Area</u>	
1	Mobile #1	Patrol Route 5 from School entrance to Bryant/Bauxite Road (Hwy. 183).	
2	Mobile #4	Patrol Route 5 from Hwy. 183 to Springhill Road and Springhill Road to Hilldale Road as well as housing areas at or near Springhill Manor.	
3	Mobile #2	Hilltop Road via back gate (park about 200 ft. from Springhill Road, East of mailbox #32, and observe Hilltop Road West and East).	
4	Mobile #3	Hilldale Road (park so that roadway can be observed from Route 5 to Hilltop Road).	
5	Mobile #5	Patrol Hilldale Road and Midland Road to Route 5 as well as the Northern half of Miller and Lombard Roads.	
6	Additional Mobile Units	As additional vehicles and staff become available, assign the 1st unit to augment Mobile #4 by patrolling Route 5 from Hwy. 183 to Springhill Road and Springhill Road to the housing areas at or near Springhill Manor. One mobile unit may be assigned to patrol Hwy. 183, Access Road and County Line Road. Staff with portable radios may be stationed at key vantage points on Route 5 and Springhill Road.	

<u>Procedures</u>	<u>Effective Date</u>
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Plan C:

Runs occurring between 4:30 p.m. and 8:00 a.m. on Monday thru Friday, anytime on Saturday, Sunday, and Holidays.

Due to the limited number of staff available to form search teams during other than normal working hours, it is not possible to assign mobile units in sufficient numbers to provide adequate coverage, therefore, it will be necessary for each unit to provide patrol coverage for larger areas. (See Attachment #2) Based on past experience, the following priority of assigning mobile units should produce the best results in attempting to recover escapees.

<u>Priority of Assignment</u>	<u>Mobile Unit</u>	<u>Patrol Area</u>
1	Mobile #1	Patrol Route 5 from Hwy. 183 to County Line Road, Midland Road to Hilldale Road and the interior of Pine Crest Cemetery if the gate is open.
2	Mobile #2	Patrol Hilltop Road, Hilldale Road, Miller Road, Lombard Road, Springhill Road and Route 5 to Hwy. 183.
3	Mobile #3	Patrol I-30 Access Road, County Line Road and Hwy. 183.
4	Additional Mobile Units	The Duty Administrator will determine patrol area assignments for additional units as staff become available.

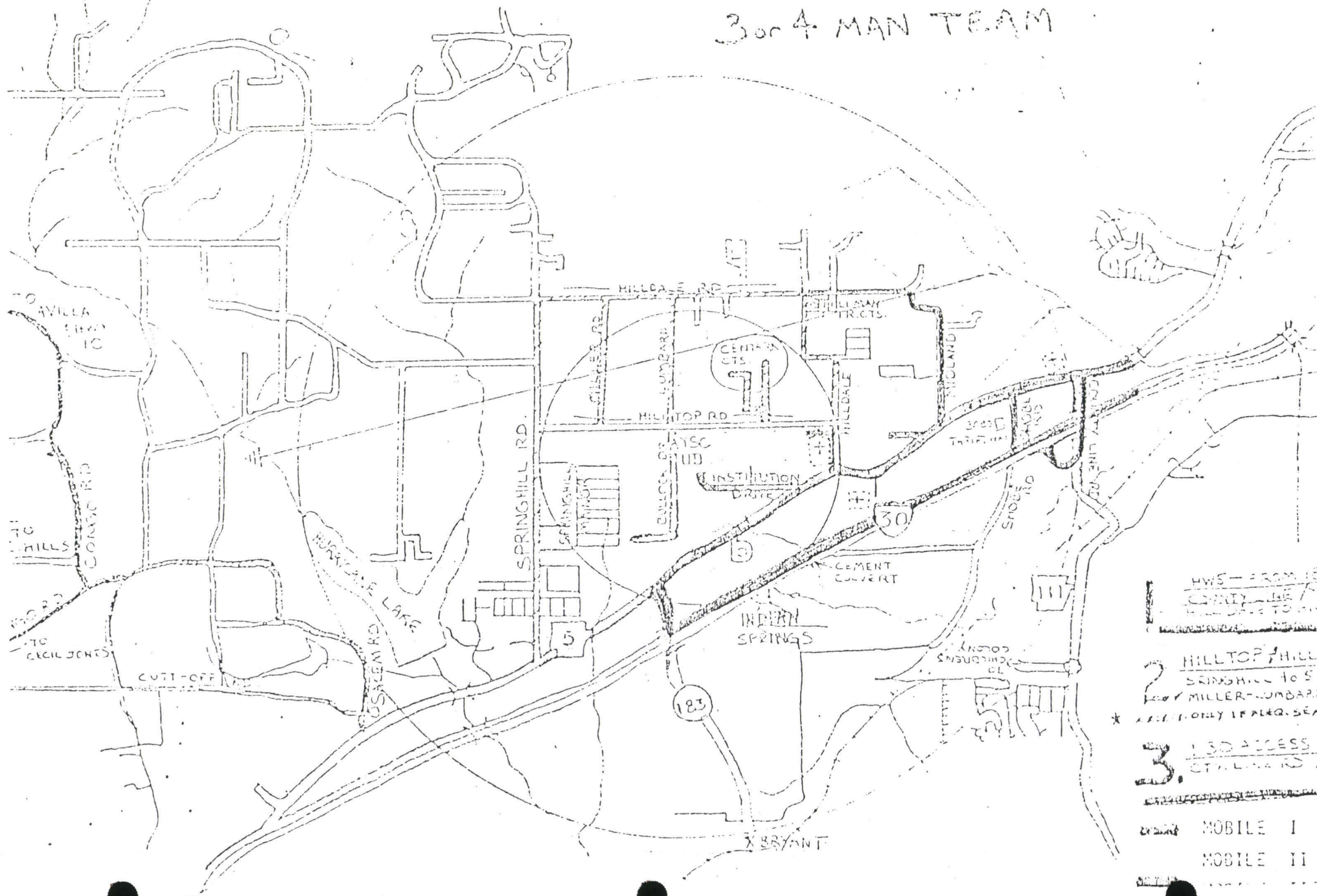
Procedures	Effective Date
<p>7. <u>AWOL Reporting Procedures</u> (see Attachment #3)</p> <p>Residential Form 8 (see Attachment #3) will be utilized as a worksheet for making notifications and recording data concerning AWOLS from on and off campus. In addition to notification required under Part IV, RS Form 8, the notification required by DYS Policy A0 12 will be complied with; and the school Superintendent, Program Manager and Cottage Life Supervisor will be notified. If attempts to recover the AWOL students have not been successful at the end of the Duty Administrator's tour of duty, the form will be given to the on-coming Duty Administrator when he reports for briefing. When complete, the form will be forwarded to the Program Manager for review.</p>	August 1, 1980
<p>8. <u>Termination of Searches</u></p> <p>If recovery operations are successful; each person/agency contacted initially will be re-contacted and notified of the cancellation. Searches which fail to locate the AWOL(s) may be suspended temporarily after a reasonable length of time four (4) hours, however, the search will not be abandoned completely until there is sufficient reason to believe that the escapees have been successful in getting out of the immediate vicinity of the Campus. Random patrol will be made throughout the post AWOL Recovery Period; and staff on duty participating in the recovery search may be required to remain on duty and continue their search efforts.</p>	August 1, 1980





### 3 or 4 MAN TEAM

\* ~~ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE~~  
 MAY 1980 ACCESS  
 3. ~~STILL IN USE~~  
~~ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE~~  
 MOBILE I  
 MOBILE II



# AWOL REPORT

This form is to be completed on any student who is absent without leave for any period of time. The form is to be submitted to the Deputy Commissioner of Residential Services within 48 hours of the incident. A separate RS-8 must be completed for each student involved in an AWOL incident.

I. Name \_\_\_\_\_ Date of Incident \_\_\_\_\_  
Previous AWOLS \_\_\_\_\_ Time Last Seen \_\_\_\_\_  
(Dates) \_\_\_\_\_ Time Discovered Missing \_\_\_\_\_

## II. AWOL From

☐ Youth Service Center  
☐ Campus ☐ School ☐ Other (Specify) \_\_\_\_\_  
☐ Cottage ☐ Work Detail \_\_\_\_\_  
☐ Off Campus Activity (Specify) \_\_\_\_\_  
☐ Pass (Specify) \_\_\_\_\_

## III. Name and Title of Staff responsible for student at time of incident

## IV. Notification Procedures

Person(s) Notified	Time & Date Notified	Notified by Whom (Staff)
<input type="checkbox"/> Ark. State Police	_____	_____
<input type="checkbox"/> County Sheriff	_____	_____
<input type="checkbox"/> DYS Central Office	_____	_____
<input type="checkbox"/> Parents	_____	_____
<input type="checkbox"/> Committing Court	_____	_____
<input type="checkbox"/> Law Enforcement (Home Co.)	_____	_____
<input type="checkbox"/> Reintegration Services	_____	_____

## V. Action Taken to Return Student

## VI. Date and Time of Return (If Known)

## VII. What steps could have been taken to avoid this incident:

Submitted By: \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Youth Services Center

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
PROCEDURE

Subject of Corresponding Policy \_\_\_\_\_ DYS Policy # AA012

Subject of Procedure: INCIDENT REPORTING

Procedures	Effective Date
1. Any unusual incident involving Division of Youth Services' clients, employees and property will be reported <u>within the hour of occurrence.</u>	3-27-80
2. Unusual incidents will be reported to one of the following (in priority as listed) immediately:  A. Appropriate Deputy Commissioner B. Commissioner C. Any Deputy Commissioner D. Directly to Human Rights Advocate of the Department of Human Services	"
3. Unusual incidents will then be reported to one of the following (in priority as listed):  Kay Clark Human Rights Advocate Office: 371-1001 Home: 845-5629 (Cabot)  Pearl Herman Assistant Human Rights Advocate Office: 371-1001 Home: 664-9046  Bill Mooney Assistant Director for Policy Analysis Office: 371-1001 Home: 663-3814  Gail Heucker Executive Director Office: 371-1001 Home: 666-8445	"

Procedures

Effective Date

3-27-80

4. Report Format:

- A. In all telephone reporting, the following information must be included:
  - full name of client;
  - time and place of incident;
  - full name(s) of all person(s) involved;
  - statement concerning incident;
  - status of situation at the time of the report.
- B. Written Reporting of Incidents. Two (2) copies of a written report must be forwarded within three(3) days by the appropriate Deputy Commissioner to the Commissioner, who will forward to Executive Director's office.
- C. Follow-up Reports. A follow-up report must be submitted when a significant change in the situation, plan or outcome occurs, or when it has been determined that information originally submitted was in error.

Critical items to be considered in follow-up activities and follow-up reporting are:

- accuracy of problem identification and information gathered;
- necessity for corrective/preventive action plan;
- timeliness and effectiveness of prepared corrective/preventive action plan;
- outcome of any legal/medical services required.

5. Applicable Incidents. Applicable incidents include but are not limited to:

- death of a client or employee;
- situation involving extreme violence such as fights or riots;
- unauthorized absence of any institutional clients considered to be a danger to themselves or others;
- any suspected criminal misconduct by clients for which the Department of Human Services has legal custody or primary responsibility;
- assaults, including sexual assaults or rape, on or by a client, or on or by an employee;
- serious accidents or severe injuries which require emergency medical attention for clients;



Procedures

Effective Date

- major property damage or disappearances from any cause;
- involuntary facility closure including both residential and community facilities;
- the discovery of illegal drugs or intoxicants involving clients or employees;
- staff improprieties particularly involving client/staff relationships.

6. Compliance Requirement. Implementation of this policy requires full compliance with existing laws on reporting abuse and neglect and on client confidentiality. In addition, each Deputy Commissioner should establish appropriate procedures for handling reporting of unusual incidents. A copy of this procedure and subsequent changes will be provided to the Commissioner.

3-27-80

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
PROCEDURE

Subject of Corresponding Policy SAFETY & SECURITY OF YOUTH SERVICES CENTER DYS Policy # S007  
Subject of Procedure: AWOL

Procedures		Effective Date
<u>A. NOTIFICATION</u>		
1. Superintendents/ITU Supervisor shall establish in-house procedures for immediate response to notification that a student is AWOL. These procedures shall include:		9-15-78
a. Staff responsibility for the notification process.		
b. Coordination of an on and off campus search.		
2. Superintendents/ITU Supervisor shall notify the following persons/offices upon determination that a student is AWOL:		9-15-78
PERSON NOTIFIED	HOW	WHEN
Arkansas State Police	Telephone	Immediately
Sheriff's Office in Local County	Telephone	Immediately
Law Enforcement Officials in locale where student is believed to be (if different from above)	Telephone	Immediately
DYS Central Office	1. Telephone 2. RS-8 (AWOL Report)	*1. Within 4 hrs. 2. Within 48 hrs.
*IF AWOL OCCURS AT NIGHT OR ON A WEEKEND, THE NOTIFICATION SHALL BE MADE IMMEDIATELY ON THE FOLLOWING WORKDAY.		

Procedures

Effective Date

3. Superintendents/ITU Supervisor shall notify the student's parents by telephone if the student is not apprehended within four (4) hours. They shall send a follow-up letter within forty-eight (48) hours.

9-15-78

4. Superintendents/ITU Supervisor shall notify the following persons/offices if the student is not apprehended within twenty-four (24) hours:

9-15-78

PERSON NOTIFIED	HOW	WHEN
Juvenile Court Judge	1. Telephone 2. RS-9 (Change of Status)	First working day following the incident.
Juvenile Court Probation Officer	SAME AS ABOVE	SAME AS ABOVE
Law Enforcement Officials (student's home county)	Telephone	SAME AS ABOVE
Reintegration Services	1. Telephone 2. RS-9 (Change of Status)	SAME AS ABOVE
DYS Central Office	RS-9 (Change of Status)	SAME AS ABOVE

5. DYS Central Office shall notify DHS that the student is AWOL.

6. Youth Services Centers shall report the names of all AWOL students to the Residential Services Deputy Commissioner's Secretary during the daily 9:00 a.m. Census Report.

Procedures

Effective Date

B. DYS INVESTIGATION

1. Deputy Commissioner shall refer the name of any student who is reported AWOL for two (2) consecutive days to the DYS Investigator for follow-up action.
2. DYS Investigator shall immediately review the student's case record for any information that might assist him/her in locating the student. He/she shall also contact the following persons for information and assistance:
  - a. Security Officer at the facility where the student was assigned.
  - b. Reintegration Services Supervisor in the student's home region.
3. Any staff member receiving additional information regarding the AWOL student (i.e., location, sighting, apprehension, etc.) shall immediately telephone the Deputy Commissioner and provide him with the information.
4. DYS Investigator, Youth Services Center staff, and Reintegration Services staff shall actively follow all leads in an attempt to locate and return the student. They shall maintain the case on "active" status until the student is returned or discharged.

9-15-78

9-15-78

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9-15-78

C. RETURN OF STUDENT

1. Deputy Commissioner shall determine who has the responsibility of transporting the student. In most cases, the Youth Services Center to which the student was originally assigned shall have the responsibility of transporting the student. Reintegration Services shall assist when possible.
2. Alexander Youth Services Center shall provide a female staff member to assist a male staff member in transporting a female student.

9-15-78

9-15-78



Procedures	Effective Date
3. Staff shall transport students apprehended <u>within</u> thirty (30) days to the Youth Services Center to which they were originally assigned.	9-15-78
4. Staff shall transport students apprehended <u>after</u> thirty (30) days to the Diagnostic & Reception Center for re-assessment. Staff shall give the student's Master File to the D & R Center upon delivery of the student.	9-15-78
5. Intake & Assignment Unit staff, upon completion of the Diagnostic Unit's assessment of the student, shall:	9-15-78
<ul style="list-style-type: none"> <li>a. Return the student to the Youth Services Center to which he/she was originally assigned, or</li> <li>b. Re-assign the student.</li> </ul>	
<u>D. POST AWOL TREATMENT</u>	
Superintendents/ITC Supervisor shall establish in-house post AWOL treatment procedures subject to the approval of the Deputy Commissioner.	9-15-78

DIVISION OF YOUTH SERVICES  
POLICY AND PROCEDURE MANUAL

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## CHAPTER 7

## INVESTIGATIONS AND APPREHENSION UNIT

701 Definition and Purpose - The Investigations Unit is a law enforcement and investigatory unit under the direct supervision of the Deputy Director of Youth Services. Its functions include the following:

1. Investigation and apprehension of escapees and absconders from all DYS programs;
2. Internal investigations;
3. Interstate Compact on Juveniles;
4. Pre-employment and non-parental placement investigations;
5. Consultation with security offices at Youth Development Centers;
6. Disaster coordination for Youth Services institutions and programs with the Georgia State Civil Defense and other related state and local agencies.

702 Investigation and Apprehension of Runaways - The Investigations Unit will actively investigate, locate and apprehend:

1. Any youth on escape from State Youth Development Centers;
2. Any committed youth on escape from the Regional Youth Development Centers;
3. Any committed youth who has escaped or absconded from aftercare or who has violated his/her aftercare conditions;

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POLICY AND PROCEDURE MANUAL

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4. Any committed youth who has escaped or absconded from placement in one of the Division's community-based programs or from a private placement or who has violated the conditions of his placement.

The Investigations Unit investigates the whereabouts of committed youth on run in all parts of the state through the use of teletype, telephone and written correspondence. The Unit is responsible for encouraging local law enforcement agencies and apprehension of escapees and enforcement fails after a reasonable time to locate and apprehend

2. Internal investigations:  
a committed youth, the Investigations Unit will assign the case to a team of Youth Services Agents for investigation and apprehension. Agents of the Investigations Unit are certified under the Peace Officers Standards and Training Act as law enforcement officers and have statewide authority as peace officers, being so designated by the Commissioner of the Department of Human Resources.

702101 Requests for Apprehension and Detention - When a youth escapes

or absconds from a program, staff may request that a warrant or "pickup" order be issued by the court to local law enforcement or they may request apprehension of local law enforcement without a warrant, or they may make a referral to the Investigations and Apprehension Unit. If a request is made of local law enforcement, the worker will also make a referral to the Investigations Unit if the youth is not apprehended within twenty-four (24) hours.

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702.02 Source of Referrals - Referrals of escapees from a State Youth Development Center may be made directly to the Investigations Unit from YDC staff. Runaways from Regional Youth Development Centers or Community Youth Services programs may be accepted only upon the authority of a Regional Program Director or the Division Director or Deputy Division Director. (The following procedures which are outlined for a Regional Program Director will be interchangeable with those required of the Division Director or Deputy Division Director.) considerable time to locate and apprehend

702.03 Responsibility of Program Director - Referrals regarding runaways and violations of the condition(s) of placement for youth on parole, aftercare, in community-based programs or private placements, and from Regional Youth Development Centers, upon approval of the worker's immediate supervisor (Unit Director, Youth Services District Director, RYDC Director) will be made initially to the Program Director from that region or the Deputy Director in the Program Director's absence. The Program Director should ascertain, at a minimum, the following information regarding the youth which should be written down and retained:

1. Legal status;
2. Current placement;
3. Specific incident(s) which has required the request for apprehension;
4. What is the purpose of detention?
5. What plan of action does the worker have for the youth?



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The decision to detain will then be made utilizing the above information and based on the criteria for detention in the Juvenile Court Code and the Youth Services Manual. After the Program Director has verbally approved the referral, the Youth Services worker will call in the request to the Investigations Unit. The Program Director or Deputy Division Director must also notify the Investigations Unit, by phone, of this approval. The worker must submit a Report for Apprehension and Detention of Juvenile, Form 4056, to the Program Director or Deputy Division Director within 24 hours. The Program Director or Deputy Division Director must then issue a written Order for Apprehension and Detention of Juvenile (copy attached) to the Investigations Unit. A copy should be sent to the worker for retention in the youth's case record. The Program Director/Deputy Director should file a copy of the Order along with the information collected above.

Twenty-four (24) hour service is available at the Unit by Program Director/Deputy Director. The Program Director should ascertain, calling (404) 424-7376 or GIST 224-7376.

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702.04 Responsibility of Field Staff - Division of Youth Services staff, upon securing approval to request apprehension and detention from the Program Director, should immediately phone the Investigations Unit requesting assistance. This phone request must be followed up with the written materials required. The dispatcher or investigator on duty at the Investigations Unit will complete an Incident Report from the phone request and the Unit will begin immediate efforts to locate and apprehend the youth.

The following materials, in addition to the materials sent to the Program Director, should be mailed to the Investigations Unit at 1585 County Farm Road, Marietta, Georgia, 30064, within twenty-four (24) hours. (If the referral is subsequently cancelled within a twenty-four (24) hour period the following paperwork would not be required.)

1. Form 4056, Request for Apprehension and Detention of Juvenile. This form must be signed by the proper Division staff person. Please leave "executed by" blank. This space is for the Youth Services agents who make the apprehension.
2. Copy of Commitment Order.
3. Copy of Social History (include any social summaries, updates, psychological evaluations and other background information that may be useful in the investigation).

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4. Photo (it is almost impossible to locate a youth without a photo; please make every effort to secure a photo and mail it with the materials).

If the Investigations Unit does not make the actual physical apprehension, they will not know that the youth has been cleared. It is the responsibility of the Youth Services staff calling in the referral to notify the Investigations Unit if the youth is apprehended by local authorities or turns himself in.

702.05 Referrals to Local Law Enforcement - A referral to local law enforcement will follow the same procedure as outlined in paragraph 601 except that the original Form 4056 is delivered to the law enforcement authorities. The phone call to the Investigations Unit is eliminated. If apprehension is not made within 24 hours, a referral shall also be made to the Investigations Unit. Staff may wish to make a referral to both local law enforcement and the Investigations Unit simultaneously in order to avoid repeating the process 24 hours later.

703 Internal Investigations - The Investigations Unit will have responsibility for conducting criminal and non-criminal investigations involving Division of Youth Services programs, clients, and employees in regard to violation of rules and regulations of the Division and laws of the State of Georgia. These investigations will be conducted only under

702.06 Referrals to Local Law Enforcement - A referral to local law

1. Definition: if, after a reasonable search, it is determined that a student is not on campus and has left campus without appropriate authorization, the student shall be considered a runaway and shall be reported as such. Authorities. (no phone call to the

runaway plan. Within 48 hours, a report should also be made to the investigating

(1) The Return Officer shall designate a staff member to conduct an immediate search of the area.

(a) Student's name

(b) Physical characteristics

(c) Date of birth

(d) Place of birth

(c) Date of emancipation (date when the student will be eighteen). (On this date, the student's name will



automatically be purged from the PINS System).

- (1) The return officer shall not reveal the offense for which the student was committed to the training school. However, if it is believed that the student was armed or dangerous, or that he/she committed a crime after running away from the school, this information shall be made available to the local law enforcement agency.
- (3) The return officer shall notify the student's court counselor.
- (4) After the initial telephone contact with the local law enforcement agency, the Return Officer shall send a written Authorization To Apprehend to the agency confirming the fact that the student is missing and verifying the student's date of birth. (Copies shall be sent to law enforcement agencies in the student's home county and to his/her court counselor).
- (5) When the student is located and returned to the Division of Youth Services, the Return Officer shall notify the local law enforcement agency of the student's return to allow the local law enforcement agency of the PINS System to purge the student's name from the PINS file.

b) Apprehension by DYS Employees: employees of the Division of Youth Services attempting to apprehend runaways shall:

- (1) Carry identification that shows them to be employees of Youth Services; shall be considered runaways.
- (2) Request permission of the owner before entering private property to search for a runaway except when in hot pursuit onto open land;
- (3) Take no unnecessary risks to capture a runaway;
- (4) Use law enforcement agencies to apprehend the runaway when necessary; all of the area.
- (5) Use no firearms;
- (6) Use no dogs to track runaways;
- (7) Restrain a runaway by physical force or with handcuffs if he/she is positively identified; and
- (8) Use only the force necessary to restrain the student.
- (9) In the absence of positive identification of a suspected runaway, the employee shall:
  - (a) Question a suspect after showing Division of Youth Services identification;

- (b) Not accuse the suspect of being a runaway;
  - (c) Not detain a person against his will or force him to accompany the employee in any way; and
  - (d) Use no physical force with anyone except to protect oneself or another person.
- c) Prohibition Against Using Students to Search for Runaways: the use of students to search for or apprehend runaways is absolutely prohibited under any and all circumstances.
- d) Termination of Runaway: runaway status is terminated by:
- (1) Return to the institution or
  - (2) Placement in custody of a law enforcement agency.
  - (3) Upon termination, the following procedures shall apply:
    - (a) Detention Status: if a student commits a crime while a runaway, is apprehended, is awaiting trial as an adult, and is being held in some facility not operated by Division of Youth Services, he/she shall then be placed on detention status to the agency that is holding him/her, pending the outcome of his/her trial. If the student is found not guilty, the Division of Youth Services shall take custody of the student.
    - (b) Final Discharge: if a student is tried as an adult, is found guilty, and is committed to an adult correctional facility, he/she shall be granted a final discharge from the Division of Youth Services.
    - (c) Final Discharge: a final discharge shall be granted a student on runaway status upon reaching his/her 18th birthday or after a student has been on runaway status for one year without reaching his 18th birthday, and a request for final discharge is written by the court counselor.
  - (4) The return officer shall notify all those (PINS, appropriate law enforcement agencies, appropriate court counselors, parents, or guardians) who were informed of the runaway when apprehension of the runaway has occurred.
  - (5) Should the School Director or his/her designee determine, based upon certain criteria, that the student is a threat to the security of the training school, he/she shall contact the Assistant Director for Institutional Services and arrange for an administrative transfer to a school with greater security. The School Director shall base his/her request on:
    - (a) The seriousness of the crime for which the student was charged;

- (b) The potential danger to other students;
  - (c) The attitude of the student toward the Division of Youth Services;
  - (d) The likelihood of another runaway attempt; and
  - (e) The evaluation and recommendation of the treatment team.
- e) Notification of Parents regarding Runaways: the School Director or his/her designee shall notify by telephone the parents or guardians of a student who has run away.
- (1) The telephone call to parents shall immediately follow the call to the local law enforcement agencies.
  - (2) All schools shall maintain a list of the telephone numbers of parents and guardians.
  - (3) Telephone calls shall be followed by a letter confirming the call.
  - (4) If parents or guardians do not have a telephone, a letter shall be sent immediately to the affected parents.
  - (5) A letter notifying parents of the runaway's return to custody shall be sent immediately upon the runaway's return.

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